

Colegio Jorge Washington
Cartagena Model United Nations
CAMUN



Handbook

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WELCOMING MESSAGE

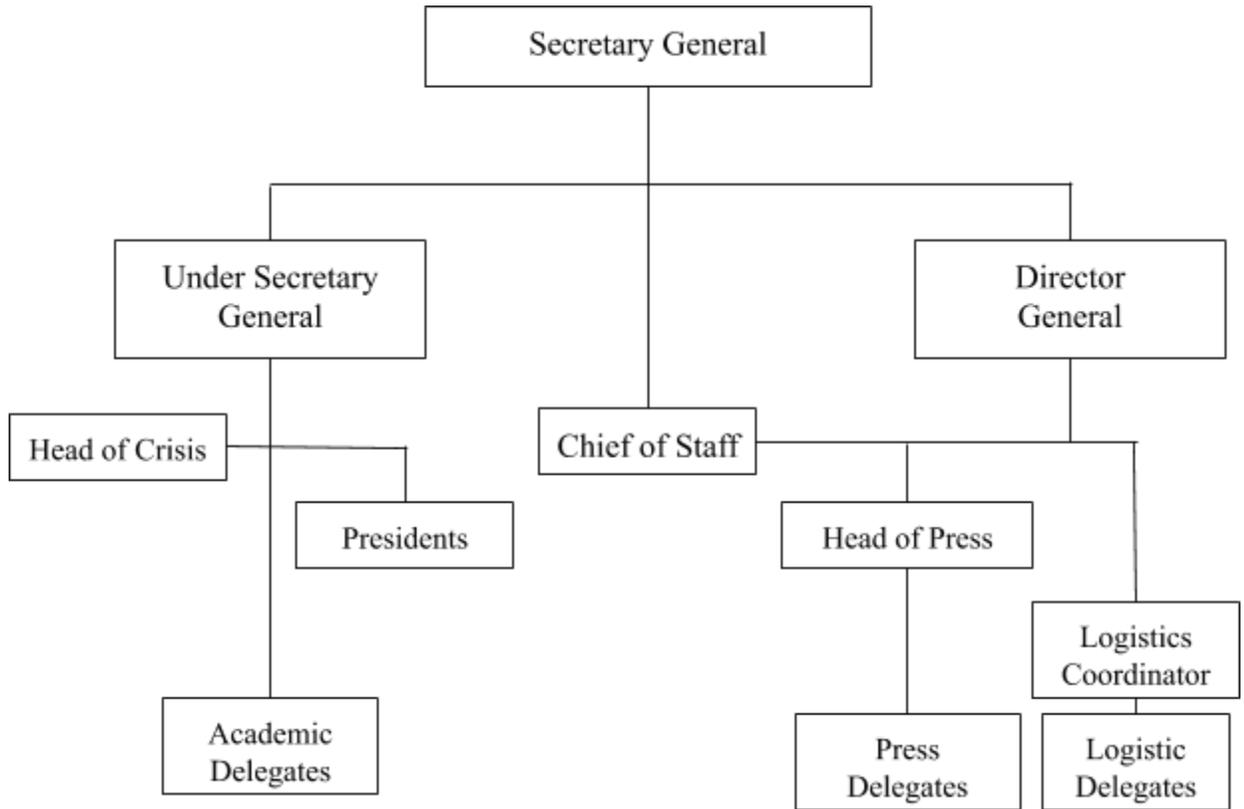
Greetings delegates, it is an honor for the secretariat, to host this year's CAMUN Conference. After some years of absence, COJOWA has been wishing to host its very own MUN again, and it certainly has been a tough challenge. We are extremely proud of how everyone has been able to work in the past few months, and it is amazing to see how our hard work is finally coming to fruition. We've seen the delegates preparation and we couldn't be less pleased with their hard work and effort they have put into it. It is so gratifying to know that in a few years, all the experience they've gained from working, preparing and debating in this conferences will finally pay off.

Learning with it that MUN doesn't only give you great public speaking skills, leadership, knowledge, etc. but it will also lead you to meet new friends, develop your social abilities, teach you to be updated, and accentuate core values in life like responsibility, empathy, assertion, cooperation, honesty, excellence, and self-control; not just so they can grow academically but improve as a whole as well. This year's CAMUN will prepare delegates for the issues of today and tomorrow in order to create aware and sensible citizens that wish to have a positive impact and fight for the betterment of their communities.

-CAMUN 2020 Secretariat

HIERARCHY AND STAFF ROLES

1. HIERARCHY



2. Rubric

<p>Secretary General</p>	<p>Maximum authority of all aspects of CAMUN, whether logistic or academic. He is in charge of carrying out CAMUN, establishing relations with other models, choosing (together with the previous secretariat) the new secretariat, preparing presidents and (along with the Presidents, the Head of Crisis and the Under Secretary</p>
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	General) choosing committees and topics.
Under Secretary General	Maximum authority of the academic branch and responds only to the Secretary General. He is in charge of all the academic aspects of CAMUN. The Under Secretary General supervises the presidents and Head of Crisis, prepares the academic delegates, and organizes (together with the Secretary General) participation in external models.
Director General	Maximum authority of the logistics branch and responds only to the Secretary General. She is in charge of all aspects of CAMUN logistics. The Director General supervises the logistics team and the press team. She ensures the entire general organization of the model.
Chief of Staff	Responsible for assisting the Director General with anything she deems necessary.
Head of Crisis	In charge of managing the crisis department in its entirety. Which is responsible for redacting crises for the Crisis Committee or any other committee that requires one. If deemed necessary, the Crisis Director may call a crisis team to handle the different committees during the conference.
Presidents	Responsible for presiding over their respective committees, choosing (along with the Under Secretary and Secretary

	General) topics and writing the topic backgrounds. They ensure procedures and decorum is maintained throughout the debate and the conference as a whole.
Head of Press	In charge of the press department, which is responsible for keeping all members of CAMUN informed about developments that have happened throughout the day . This is done either through the official CAMUN website, CAMUN News or social media sites like Instagram, Twitter, and Snapchat.
Logistics Coordinator	Head of the logistics delegates, assists the Chief of Staff and Director General in supervising and organizing the logistics delegates.
Logistics Delegates	They are part of the tactical and organizational area of CAMUN. They are responsible for helping organize and realize Conferences and Mini Conferences. They also provide everything necessary to Academic delegates and Presidents. They are under the authority of the Director General and the Logistics Coordinator.
Press Delegates	Responsible for producing CAMUN News and maintaining CAMUN's social media.
Academic Delegates	Academic Delegates are students that assume the role of either a country or head of state. He/she is responsible for representing and defending their

country's interests and ideals

CODE OF CONDUCT

Violation Of The Code Of Conduct	Sanction
Absence from the conference without excuse or permission	Warning or expulsion
Lack of respect to any participant or authority.	Warning or expulsion
Violation of the dress code	Warning and temporary expulsion (delegate must leave the committee until he or she is no longer violating the dress code)
Purposely damaging conference materials or disorganizing halls or committee areas	Warning or expulsion
Plagiarism or unauthorized use of documents	Expulsion
Consumption or arrival to the conference under the effects of alcoholic beverages, hallucinogenic substances or smoking	Expulsion
Robbery	Expulsion
Misuse of the parliamentary language	Warning

Late arrival to the committee	Warning
Non-implementation of the committee's correct use of the procedure	Warning
Misuse of electronic devices during committee work	Warning
Eating or drinking during committee work	Warning
To relapse on any violation of the Code of Conduct	Warning, suspension or expulsion; according to the decision of the authorities
Verbal assault and or the use of hate speech in the conference premise	Expulsion

DRESS CODE

1. Men

Top	Neutral colored dress shirts, formal suit jackets and a well-tied tie are expected. Blazers are not recommended
Pants	Formal pants should be used as well. Jeans or shorts are not appropriate or acceptable
Shoes	Should be formal and appropriate for the event, sneakers and sandals are not acceptable

2. Women

Blouses	cleavage should not be visible and no see-through fabrics are allowed
Jackets	Blazers or sweaters are allowed.
Pants	Should be formal, jeans are not allowed
Dresses and Skirts	Back – The dress may not be open below the middle of the back Length – Dress length must be no higher than the top of the knee.

	Tightness – Keep the ‘pinch an inch’ principle in mind – it should be easy to gather an inch of fabric on either side of the dress anywhere except at the waist.
Shoes	They must be formal and closed-pointed. Tennis, sandals and flip-flops are not allowed. You may wear flats or heels

POINTS AND MOTIONS

1. Points

Point of Information to the Chair	This point is used when a delegate wants to ask a question to the Chair.(May not interrupt)
Point of Information to the Speaker	This point is used when a delegate wants to ask a question to a delegate who has ended his intervention. (May not interrupt)
Point of Follow-Up	This point is used when a delegate wants to make a short intervention regarding the answer given to his question. Delegate must be satisfied with the answer. (May not interrupt)
Point of Personal Privilege	This point is used when a delegate feels uncomfortable (temperature, lights, charge, bathroom, volume etc) and wants to inform the Chair. (may interrupt)
Point of Order	This point is used when a delegate wishes to point out an error made by the Chair or another delegate regarding protocol, parliamentary language Code of Conduct, etc... (May interrupt)
Point of Parliamentary Procedure	This point is used when there has been a violation of the Parliamentary Procedure. (May interrupt)

Point of Parliamentary Language	This point is used whenever a delegate has a question regarding vocabulary or translation. (May not interrupt another delegates intervention, but can interrupt your own intervention)
Point of Relevance	This Point is used by a delegate when a fellow delegate's debate, argument, or intervention has little to no relevance about the topic being discussed. (May interrupt)

2. Motions

Motion to open the Agenda	Simple majority to pass
Motion to read Opening Speeches	Simple majority to pass
Motion to Open session with a specific topic	Simple majority to pass
Motion to start a speaker's list	Simple majority to pass
Motion to start an informal debate	Simple majority to pass
Motion to suspend session	Simple majority to pass
Motion to go to Coffee Break/ Lunch	Simple majority to pass
Motion to resume session	Simple majority to pass
Motion to start lobby time	Simple majority to pass
Motion to read working papers	Simple majority to pass
Motion to vote working papers	Simple majority to pass

Motion to table	Supermajority (2/3) to pass
Motion to add third-party into the debate	Supermajority (2/3) to pass

3. Others

Right of Reply	When a delegate feels offended they may write a right of reply to the chair explaining what happened. The chair will then give 30 seconds so the delegate can explain why they felt offended. The delegate who committed the fault will then have 30 seconds to defend their statement or apologize. (failure to apologize may end in a warning)
Permission to Quote	Delegates must ask permission to quote during an intervention. Beforehand the delegate must write the source and the quote to the chair so the chair can approve it.
Amendment	A modification to the working paper. May be considered “friendly” or “unfriendly” by the sponsoring countries. If voted “unfriendly” then it is proceeded to be voted amongst the whole committee. It needs a simple majority to pass.
Challenge to the Competence	It is done when a delegate constantly violates his/her delegation's policy and/or code of

conduct. This is written on paper and sent to the chair. The chair can accept or reject the challenge to the competition. The chair and the Secretary General should try to reach a compromise between the delegates involved. If no agreement can be reached, delegates must prepare to defend their views. The debate is suspended and a motion is made to proceed with the challenge to competition. The two delegates explain their views and then the whole committee votes. It requires an absolute majority. Whoever loses the challenge to competition is expelled from the conference and his/her entire delegation loses the vote.

WORKING PAPER

1. Preambulatory and Operative Phrases

Preambulatory Phrases	Operative Phrases
Acknowledging	Accepts
Acting	Acknowledges
Affirming	Adopts
Alarmed by	Advises
Alarmed	Affirms
Anxious	Also calls for
Appreciating	Also recommends
Approving	Also strongly condemns
Aware of	Also urges
Bearing in mind	Appeals
Believing	Appreciates
Cognizant	Approves
Concerned	Authorizes
Confident	Calls
Conscious	Calls for
Considering	Calls upon
Contemplating	Commends
Convinced	Concurs
Declaring	Condemns
Deeply concerned	Confirms
Deeply conscious	Congratulates
Deeply convinced	Considers
Deeply disturbed	Decides

Deeply regretting	Declares
Deploring	Declares accordingly
Desiring	Demands
Determined	Deplores
Emphasizing	Designates
Encouraged	Directs
Expecting	Draws the attention
Expressing appreciation	Emphasizes
Noting with approval	Encourages
Expressing concern also	Endorses
Expressing concern	Expresses its appreciation
Expressing its appreciation	Expresses its hope
Expressing its satisfaction	Expresses its regret
Expressing satisfaction	Further invites
Firmly Convinced	Further proclaims
Fulfilling	Further recommends
Fully alarmed	Further reminds
Fully aware	Further requests
Fully believing	Further resolves
Further deploring	Has resolved
Further recalling	Instructs
Guided by	Introduces
Having adopted	Invites
Having considered	Notes

Having considered further	Notes with satisfaction
Having devoted attention	Proclaims
Having examined	Reaffirms
Having heard	Recalls
Having received	Recognizes
Having reviewed	Recommends
Having studied	Regrets
Having adopted	Reiterates
Having approved	Reminds
Having considered	Renews its appeal
Having decided	Repeats
Keeping in mind	Requests
Mindful	Requires
Noting	Solemnly affirms
Noting further	Stresses
Noting with deep concern	Strongly advises
Noting with regret	Strongly condemns
Noting with satisfaction	Strongly encourages
Observing	Suggests
Reaffirming	Supports
Reaffirming also	Takes note of
Realizing	Transmits
Recalling	Trusts
Recalling also	Underlines

Recognizing	Underscores
Recognizing also	Urges
Recognizing with satisfaction	Welcomes
Referring	
Regretting	
Reiterating	
Reiterating its call for	
Reminding	
Seeking	
Seized	
Stressing	
Taking into account	
Taking into consideration	
Taking note	
Taking note also	
Taking note further	
Underlining	
Viewing with appreciation	
Viewing with apprehension	
Welcoming	
Welcoming also	

*In order for a working paper to be accepted by the chair it must have at least 7 preambulatory clauses and 7 Operative Clauses

2. Example of a Working Paper

Committee: United Nations Security Council

Topic: The Illegal Trade in Africa by belligerent organizations

Working Paper 1.1

Heads of Block: United States of America, the Russian Federation

Sponsoring Countries: United Kingdom of Great Britain and Northern Ireland, People's Republic of China, Republic of South Africa, Bolivarian Republic of Venezuela, Republic of France

Signatory Countries: Annex 1

The Security Council,

Convinced by the fact that the United Nations Security Council is in its full capacity to resolve this issue unanimously and in a peaceful manner,

Emphasizing the complexity of the problem and the importance for all nations to acquire a viable solution towards it,

Fully believing that the proposals of the United States of America, the United Kingdom of Great Britain and Northern Ireland, the Russian Federation and the People's Republic of China are the most suitable solution for the problem and will restore peace in the international community,

Fully aware of the impact the several African Civil War has have in the past,

Deeply concerned about the number of refugees fleeing from the African Continent, and other countries affected by the conflict,

Alarmed by excessive use of light weapons and small arms in the African continent,

Seeking to engage all countries in order to find a common agreement,

Welcoming the efforts made by all the nations here present to stop the problem,

Resolves,

1. *Authorizes* the United States of America, the United Kingdom of Great Britain and Northern Ireland, the Russian Federation, the People's Republic of China, and the Republic of France to deploy military personnel to the African continent;
 - a. The personnel will be concentrated in the Central African Republic, facilitating access to the entire African continent;
 - b. The military personnel will endure previous training that makes them capable of dealing with poachers, drug traffickers, blood diamond dealers, and lethally organized belligerent groups;
 - c. They will also be able to utilize humanitarian tactics to simplify the exchange with civilians.
2. *Endorses* the participation of both capitalist and communist countries, under the principle that despite ideological differences, the nations present must prioritize the resolution of this topic and act accordingly;
3. *Reiterates* the use of tracking devices for the small arms and light weapons that the military personnel will use, as per ITI's, in order to prevent the further circulation of arms, thus relieving the recycling and employment of said arms by the belligerent groups in question;
4. *Acknowledging* that the issue of the growing arsenal of small weapons and lights in the African continent requires proper border control in order to mitigate the continent of the illicit trade of the substances and goods mentioned above;
5. Designates the deployment of United Nations diplomatic officials, which will be tasked to engage in the following:
 - a. Conduct activities with the purpose of maintaining peace and diplomacy in the border regions;
 - b. Monitor UN-sanctioned investigations into possible illegal SALW trafficking routes;
 - c. Deliver a rigorous report to the Security Council, its findings will be the catalyst for the first draft of a lawfully binding treaty that will compliment the Arms Trade Treaty (ATT) (see Annex 3¹);
6. *Further invites* the veto nations (United States of America, the United Kingdom of Great Britain and Northern Ireland, the Russian Federation, the People's Republic of China,

and the Republic of France), as well as any other nation, to contribute monetarily to the initiative;

7. *Decides* to remain seized in the manner.

3. Amendment

A modification to the working paper. May be considered “friendly” or “unfriendly” by the sponsoring countries. If voted “unfriendly” then it is proceeded to be voted amongst the whole committee. It needs a simple majority to pass.

Example of an amendment

Delegate:(Official name of the country sending the amendment)

Working Paper:(Number of said Working Paper)

(Changed considered by the delegate, for example: eliminate Preambulatory 4)

(Short Explanation of why the change should be made)